

WIRRAL COUNCIL

TRANSFORMATION AND RESOURCES POLICY AND PERFORMANCE COMMITTEE

30TH MARCH 2015

SUBJECT:	DIRECTORATE PLAN PERFORMANCE MANAGEMENT REPORT
WARD/S AFFECTED:	ALL
REPORT OF:	JOE BLOTT (STRATEGIC DIRECTOR OF TRANSFORMATION AND RESOURCES)
RESPONSIBLE PORTFOLIO HOLDERS:	CLLR ANN MCLACHLAN, DEPUTY LEADER AND PORTFOLIO HOLDER FOR GOVERNANCE, COMMISSIONING & IMPROVEMENT CLLR ADRIAN JONES, PORTFOLIO HOLDER FOR CENTRAL SERVICES CLLR CHRIS MEADEN, PORTFOLIO HOLDER FOR LEISURE, SPORT & CULTURE
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

- 1.1 The aim of this report (Appendix 1) is to outline the current performance of the Transformation and Resources (as at 31st January 2015) against its Directorate Plan for 2014/15.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 As part of the development of the Directorate Plans, SMART (Specific, Measurable, Achievable, Realistic and Time related) outcome measures have been developed that link directly to the Corporate Plan. The senior management team have determined the corporate and directorate outcome indicators contained within the report and signed off the following parameters which underpin their on-going performance management:

- 2014/16 Transformation and Resources Directorate Plan
 - 2014/15 Plan trajectory
 - 2014/15 Performance tolerance levels (determine RAG [Red, Amber, Green] status)
 - Head of Service responsible for delivery of target
- 2.2 Directorate Plan performance (includes Corporate Plan targets) is monitored on a monthly basis against the parameters agreed as part of the business planning process (e.g. RAG tolerance levels). Some indicators are only available on a quarterly basis, in line with the availability of data. Heads of Service responsible for the delivery of targets must complete an exception report and delivery plan for all indicators which are under performing (e.g. red RAG rated indicators).
- 2.3 Monthly Directorate Plan performance reports will be produced and made available, to support corporate and directorate challenge via:
- Monthly DMTs
 - Monthly Portfolio Lead briefings
 - Quarterly Audit, Risk, Governance and Performance meetings
 - Quarterly Policy and Performance Committees

3.0 SUMMARY

- 3.1 The Directorate Plan Performance Report (Appendix 1) sets out performance against 19 outcome measures
- 3.2 Of the 19 indicators for 2014/15, 9 are rated green, 3 are rated amber and 7 are rated red. The 7 indicators rated red have action plans (included as Appendices 2 - 8) which refer to:
2. TRCP01: % Implementation of Windows 7 & Office 2010
 3. TRCP03: % Performance Appraisals completed
 4. TRDP06: % Suppliers paid (or payment terms) within 30 days
 5. TRDP07: % Local SME Suppliers paid within 10 days
 6. TRDP10: Reduction in the total number of published supplementary agendas for Council Cabinet and Committee meetings
 7. TRDP11: % Leadership Development Programme completed
 8. TRDP12: % Management Development Programme modules completed

4.0 RELEVANT RISKS

- 4.1 The performance management framework policy is aligned to the risk management strategy.

5.0 OTHER OPTIONS CONSIDERED

- 5.1 N/A

6.0 CONSULTATION

6.1 N/A

7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

7.1 N/A

8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

8.1 Financial implications of undertaking the actions to deliver the Directorate Plan will be addressed by Directorate as appropriate.

9.0 LEGAL IMPLICATIONS

9.1 N/A

10.0 EQUALITIES IMPLICATIONS

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(c) No because equalities implications relating to the actions set out in the Directorate Plan will be addressed by departments as appropriate, and details set out in individual departmental plans.

The report is for information to Members and there are no direct equalities implications at this stage.

11.0 CARBON REDUCTION IMPLICATIONS

11.1 N/A

12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

12.1 N/A

13.0 RECOMMENDATION/S

13.1 Committee are requested to use the information contained within this report to inform its future work programme.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 To ensure that the report provides elected members with the information required to evaluate the delivery of the key priorities identified by the Directorate Plan.

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APPENDICES

Appendix 1 – Directorate Plan Performance Report (January 2015)

Appendix 2 - % Implementation of Windows 7 & Office 2010 (exception report)

Appendix 3 - % Performance Appraisals completed (exception report)

Appendix 4 - % Suppliers paid (or payment terms) within 30 days (exception report)

Appendix 5 - % Local SME Suppliers paid within 10 days (exception report)

Appendix 6 - Reduction in the total number of published supplementary agendas for Council Cabinet and Committee meetings (exception report)

Appendix 7 - % Leadership Development Programme completed (exception report)

Appendix 8 - % Management Development Programme modules completed (exception report)

REFERENCE MATERIAL

N/A

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Transformation and Resources Policy and Performance Committee	30th July 2013
	23rd September 2013
	29th January 2014
	14th April 2014
	15th July 2014
	16th September 2014
	4th February 2015